

# EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400  
<http://www.tempe.gov>



Committed to Equal Opportunity and Reasonable Accommodation

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REVISED

**PRESIDING CITY JUDGE  
(Tempe Municipal Court)  
Recruitment Code: #300257**

**OPENING DATE: February 1, 2010**

**CLOSING DATE:** A first review of applications will be conducted on **February 19, 2010**. Applications will continue to be accepted after that date; however, those applications may not be processed if a candidate is selected from the applications received before the first review date.

**ANNUAL SALARY:  
*Negotiable upon offer***

This position is FLSA Exempt - ineligible for overtime compensation and/or compensatory time.

The Presiding Judge of the City Court shall be appointed by the City Council. The length of term of office shall be a minimum of two (2) years as determined by the City Council (**Ord. No. 1145, § I, 2-12, 5-16-85, in part; Ord. No. 94.14, 6-30-94**). Per the City of Tempe's Personnel Rules and Regulations, Rule 3, Section 301.B, this position requires that the successful candidate be a resident of the City of Tempe within a time period after their appointment date designated by the City Council.

## MINIMUM QUALIFICATIONS

### **Education:**

A Juris Doctorate from an accredited law school and member of the State Bar of Arizona in good standing for a minimum of five years is required.

### **Work Experience:**

A minimum of five years of increasingly responsible experience as a practicing attorney is required. Preference will be given to those candidates with ten years experience as a lawyer or a judge with an emphasis on criminal law, judicial and administrative experience.

## APPLICANT REQUIREMENT

**Applicants are required to submit a City of Tempe employment application and the attached supplemental questionnaire. Incomplete application or supplemental form will result in being disqualified from further consideration.** Passing an FBI background investigation is required. If requesting veteran's preference, the appropriate DD214 must be attached at the time of application.

## REPRESENTATIVE DUTIES

(For the complete job description go to: <http://www.tempe.gov/jims/>)

- Determine judicial assignments for assigned judicial officers and establish and maintain standard working hours and times to discharge those assignments.
- Supervise judicial and non-judicial personnel; delegate duties and responsibilities as necessary.
- Establish docketing, calendaring and case management policies and procedures.

- Develop and supervise the administration of the Municipal Court budget.
- Establish and implement standards and parameters for indigency screening, and guidelines for determination of indigency for the purposes of appointing a public defender.
- Define and establish specific parameters within the bounds of the law and sound management practice, under which a defendant shall be granted the time to pay monetary sentences imposed; establish the standards for payment amounts.
- Comply with statistical reporting, jury management and records management policies and procedures established by the Supreme Court.
- Cooperate and coordinate with the Presiding Superior Court Judge concerning the administration of the Municipal Court.
- Provide regular communications to the Mayor and Council.
- Perform related duties as assigned by the Presiding Judge of the Superior Court or the Supreme Court.
- May appoint a Court Administrator in accordance with ordinance provisions.
- Perform duties of City Judge

### **SELECTION CRITERIA**

Applicants whose experience and training most closely suit the needs of the City may be selected for further interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.

**LBJ / slb**

## **PRESIDING CITY JUDGE Application Instructions**

The job bulletin, employment application and supplemental questionnaire can be obtained from the Internet at [www.tempe.gov](http://www.tempe.gov) under "Jobs Available"

Or

You may request a job bulletin, employment application and supplemental questionnaire by calling (480) 350-8276;

Or

You may pick up a job bulletin, employment application and supplemental questionnaire at:

Human Resources  
City of Tempe  
20 East Sixth Street  
(corner of Mill Avenue and Sixth Street)

You must complete, sign and submit an original City of Tempe application as well as your typed responses to the supplemental questions.

You must also submit eight (8) complete copies of your application and responses to the supplemental questions.

**All materials must be submitted to:**

**Human Resources  
City of Tempe  
20 East Sixth Street  
Tempe, AZ 85281**

## **PRESIDING CITY JUDGE**

### **Supplemental Written Questions**

**Please complete the supplemental questions.** Each supplemental question should be typed. Please include your name at the top of each page turned in. **Applications returned without the completed supplemental questions will not be given further consideration.**

1. What is your email address: \_\_\_\_\_
2. List any law school activities/honors.
3. List all courts in which you have been admitted to the practice of law, with dates of admission, and if applicable, dates of resignation or termination. Provide the same information for administrative bodies, which require special admission to practice.
4. Have you been denied admission to the Bar of any state based on character and fitness screening? If yes, please explain.
5. Have you failed to pass the Bar exam of any state two or more times? If yes, please explain.
6. **To be completed and attached by all applicants:**  
List not more than three cases that you litigated as an attorney before arbitrators, administrative agencies, trial courts or appellate courts. Please state, as to each case: (1) the date or period of the proceedings; (2) the name of the court or agency and the name of the judge or officer before whom the case was heard; (3) the names and addresses of all counsel involved and the party each represented; (4) a summary of the substance of each case, and (5) a statement of any particular significance of the case.
7. **To be completed by all applicants with judicial experience:**  
List not more than three cases that you presided over or heard as a judge, commissioner, or arbitrator. Please state, as to each case: (1) the date or period of the proceedings; (2) the name of the court or agency; (3) the names and addresses of all counsel involved and the party each represented; (4) a summary of the substance of each case, and (5) a statement of any particular significance of the case.
8. What experience do you have managing other people?
9. To your knowledge, has any formal charge of professional misconduct ever been filed against you by the State Bar in any jurisdiction or the Commission on Judicial Conduct? If yes, when? How was it resolved?

10. Have you published any legal or non-legal books or articles? If yes, please list them, giving the citations and dates.
11. Are you now and have you always been in compliance with the continuing legal education requirements applicable to you as a lawyer or judge? If no, please explain.
12. Have you taught any courses on law or lectured at bar associations, conferences, law school forums or continuing legal education seminars? If yes, please describe.
13. List memberships and activities including offices held in any local, state, or national bar associations.
14. Provide any information about any activities in connection with pro bono legal services (defined as services to the indigent with no fee), legal-related volunteer community activities or the like.
15. List memberships and activities including offices held in community organizations or dealing with city governments.
16. Describe the nature and dates of any community or public service you have performed that you consider relevant.
17. List any professional or civic honors, prizes, awards or other forms of recognition that you have received.
18. List any elected or appointed offices which you have held and/or for which you have been a candidate, and the dates.
19. Describe any interests outside of the practice of law that you would like to bring to the attention of the committee.

**References:**

Please provide the names, addresses, and telephone numbers of the following:

Two references who are lawyers or judges and who are familiar with your professional activities.

Two persons who are neither lawyers nor judges with whom you have had contact other than professionally.

Two lawyers with whom you have dealt with (other than those listed above) in a meaningful way as adversaries in the last five years. If you have been a full-time judicial or quasi-judicial officer for the last five years, please list two lawyers who have frequently appeared before you in contested matters.



# City of Tempe / Application for Employment

**APPLY AT:** City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov/hr>

**The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.**

*The City of Tempe Promotes a Drug and Alcohol Free Workplace.*

**DIRECTIONS:**

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly. Sign this application and all other forms. Applications must be received by Human Resources no later than 5:00 p.m. on the closing date.

1. Position Applying For: \_\_\_\_\_ Recruitment Code (RC#): \_\_\_\_\_
2. Name (Last, First, Middle Initial): \_\_\_\_\_
3. Last 4 Digits of Social Security #: \_\_\_\_\_ Email Address: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  

Street
City
State
Zip
5. Phone Number: BEST CONTACT # \_\_\_\_\_ ALTERNATE #: \_\_\_\_\_
6. Valid Driver's License Yes No
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States?  Yes  No
8. Have you ever worked for the City of Tempe? Yes No If Yes, from \_\_\_\_\_ (Mo/Yr) to \_\_\_\_\_ (Mo/Yr)  
 If you are a current City of Tempe employee, are you:  Temporary?  Regular?  
 Have you completed your initial probationary period?  Yes  No If yes, when \_\_\_\_\_
10. Type of position you will accept:  Full Time  Part Time  Regular  Temporary
11. Do you have a High School Diploma or equivalent?  Yes  No If no, highest grade completed: \_\_\_\_\_
12. May we contact your current employer if you are considered for hire/promotion? Yes  No

**If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at time of application.**

**DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE**

**Q  NQ  A  B  C**

**HR Review  \_\_\_\_\_ Date**      **Department Review  \_\_\_\_\_ Date**

**Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.**

11. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

12. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

13. Professional Registration(s), License(s), and/or Certification(s) you possess **that relate to this position:**

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

14. Special training **that relates to this position:**

15. List computer software program(s) with which you are proficient in operating **that relate to this position:**

16. List equipment with which you are proficient in operating **that relate to this position:**

17. Language Proficiency (Other than English):

**You may make copies and use as many of these sheets as necessary to continue your employment history.**

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years or any additional relevant experience. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

**DO NOT WRITE "SEE RESUME" OR "SEE ATTACHED" IN THE SPACES BELOW.**

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

**DO NOT WRITE "SEE RESUME" OR "SEE ATTACHED" IN THE SPACES BELOW.**

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

20. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?

Yes  No If Yes, indicate his/her Name, Position and Relationship to you:

21. Have you ever been terminated for cause or forced to resign from a position for misconduct or unsatisfactory service?

Yes  No If Yes, please explain:

22. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

*Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.*

Yes  No If Yes, provide charges, dates and locations:

**Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered. Please answer this question completely. All offers of employment and continued employment are subject to a complete review of any criminal convictions. Your fingerprints will be sent to state and federal law enforcement agencies (DPS and FBI).**

**PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.**

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from city service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

Print Applicant's Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***The City of Tempe does not accept faxed or emailed copies of applications.***



## Optional Employment Data Record

Completing ethnicity, gender, age and disability information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: \_\_\_\_\_ RC#: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Gender: Female Male

Disabled: Yes No

**Ethnic Group:**

**Age Group:**

White	16 and under
Black	17 – 20
Hispanic	21 – 29
Asian	30 – 39
American Indian	40 +
Other	

Highest grade completed: \_\_\_\_\_

How did you hear about this position: \_\_\_\_\_